

Calafia Park

Special Event Form

Date of Event _____

From: _____ o'clock To: _____ o'clock Number of People Attending _____

Name of Permittee: _____

Address: _____

City: _____ State _____ Zip: _____ Phone: _____

Type of Event: _____

Special Considerations: Activities that may be damaging to the park grounds or that interfere with the enjoyment of the park by other park guests are not allowed. **Alcohol, fires, stages, dance floors, amplified sound (including microphones, PA's, DJ's Bands and Bullhorns) and littering of grounds (including rice, bird seed, confetti and flower petals) is prohibited at all times at Calafia Park.**

Listed below are examples of events that require special approval by the State Park Permit Coordinator. Check any applicable items. If you are planning a special activity that is not listed describe in detail under "Other."

____ Wedding

____ Seating

____ Sports Event

____ Dancing

____ Games(list below-**no** eggs or balloons) _____ Special Equipment

____ Outside Services (Clowns,etc.)

____ Picnic

____ Additional Lighting

Other: _____

Catering? Yes: ____ No: ____ (All vendors are required to pay the State of California 18% of the gross receipt)

Will an Outside Vendor provide services? Yes ____ No ____

A certificate of insurance may be required for your event; this will be deemed by the Special Event Coordinator at time of permit approval.

TERMS AND CONDITIONS

Special Event Permits, when approved, shall be issued subject to the following provisions:

1. All activities and arrangements for advance preparations within the above named unit, shall be at the direction of the District Superintendent or authorized representative.
2. Rules and regulations of the Department of Parks and Recreation unless specifically exempted or otherwise noted shall be observed by the permittee, employees, agents, or contractors.
3. The only special activities granted permittee herein are those which are listed in writing on the permit.
4. No structures or sets may be constructed unless specifically provided for and described in writing, no digging or excavation is permitted, and no shrubbery or trees are to be cut, trimmed or injured. No additions, alterations, modification, or decorations may be affixed to any Department of Parks and Recreation facility without specific written approval of the District Superintendent.
5. Fires will not be permitted except upon the specific written approval of the District Superintendent and under specific direction.
6. Vehicles under the authority of the permittee will be parked in areas designated by the District Superintendent.
7. Permittee will control all traffic and vehicles associated with the event as directed by the District Superintendent.
8. Permittee will maintain the permitted area in a clean and sanitary condition and will restore the area to the condition in which it was received to the satisfaction of the State.
9. Permittee will repair or be billed at the discretion of the State any and all damage to the park unit or any State property which was a result of permittee's activities. State will be the sole judge of the extent of damage and the extent of repairs required to remedy the damage. All repairs will be performed to the satisfaction of the State.

The permittee will be charged a fee based on the number of hours and job classification of State personnel required to meet any special condition.

All special conditions and associated fees will be listed on the permit.

Unless otherwise specified on the Special Event Permit, the State agrees to provide the following services, if available or appropriate.

- a) Maintain public restrooms.
- b) Provide garbage cans and remove refuse.
- c) Clean all areas prior to occupancy by permittee.

Regulations of the State Park System shall be observed by the permittee, employees, agents and contractors.

The District Superintendent or his representative may terminate any special event as necessary for safety or for the violation of any rules or regulations of the State Park System.

All normal day use fees shall apply unless otherwise specified.

Permit applications shall be submitted to the Calafia Special Event Permit Coordinator at least **two (2) weeks prior to the date of the event for evaluation and approval.**

My signature verifies that I have read this document and accept all of the terms and conditions listed above. I realize that failure to adhere to these conditions may lead to the termination of my group's visit to Calafia Park.

_____ Signature	_____ Date
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Return this completed form to:

California State Parks
Cottage/Calafia Permit Coordinator
3030 Avenida Del Presidente
San Clemente, CA 92672

Phone Numbers: (949) 366-8589
Email: sccottage@parks.ca.gov

For Park Use Only		
Permit Fee: \$_____ Approval: Yes____ No____		
_____ Signature	_____ Title	_____ Date